CM/ECF Page Size Limitations

The ECF system will not accept PDF documents larger than 4MB. Documents larger that 4MB will need to be divided into smaller documents that are no more than 4MB is size. Some guidelines are as follows:

1. Documents created with a word processing program such as WordPerfect or Microsoft Word and correctly converted or published to PDF will generally be smaller than a scanned document. To create a compact PDF file, use the following settings in your word processing software:

    a. The output should be in **grayscale.** Color makes the document much larger.

    b. Use **Basic Font Sets** and not embedded fonts.

    A 160 – 200 page document published in this fashion will most likely equal 4MB.

2. Documents scanned to PDF are generally much larger than those created using a word processor. If graphs or color photos are included, one page may exceed the 4MB size limit.

    a. Your scanner output should be set **not to exceed 200 DPI resolution.**

    b. Color scanning should not be included at all. Again, use **grayscale.**

    A 100 page document scanned to PDF will most likely equal 4MB.

3. To verify that the size of the document meets the 4MB limit, right-click on the PDF document and select **properties.** This will open a window that provides the file size information.   If the file size is less that 4MB, then it can be filed electronically. If it is more that 4MB, then it will need to be divided into two or more files, with each files being 4MB or less. As a rule of thumb, **1024KB = 1MB.**